

# Agency IT Strategic Plan

Secretariat: Administration

Agency Code: 173

Agency: Department of Charitable Gaming

---

## Agency IT Strategic Plan

# Agency IT Strategic Plan

Secretariat: Administration

Agency Code: 173

Agency: Department of Charitable Gaming

---

## Agency Profile & Strategic Direction

### Agency Mission Statement:

To control all charitable gaming in the Commonwealth through prescribed regulations that seek to ensure the integrity of gaming, maintain the highest quality environment to eliminate fraud, and provide assistance to qualified organizations to enhance their financial progress.

### Agency IT Vision Statement:

To enhance and maximize agency key activities, on behalf of all key customers, through the efficient and effective use of the agency's databases, software, and website.

Total Employees: 22

Total IT Employees: 1

### Project Selection Criteria:

Each core activity of the agency is analyzed to maximize the functionality, efficiency, and comprehensiveness of its databases.

All Information Technology projects are prioritized based on the needs of our key activities, and the financial resources of the agency.

### Business Case Development:

Business problems are identified, discussed, alternatives reviewed, and decisions are made based on the Information Technology Strategic Plan

### Risk Assessment Methodologies:

Management provides clear guidance to the Information Technology staff to ensure all potential risks are reviewed and continuously monitored to completion.

### Prioritization Schema:

Projects are prioritized by agency management, based upon mission needs and financial resources.

# Agency IT Strategic Plan

Secretariat: Administration

Agency Code: 173

Agency: Department of Charitable Gaming

## Core Business Activities:

Core Business Activity Title	Core Business Activity Description	Core Business Activity Sub-Function Title	Core Business Activity Sub-Function Description
EXECUTIVE MANAGEMENT	Efforts to assist the Governor in statewide management of state activities.	Executive Management	This program may be used with the prior written approval of the Department of Planning and Budget
CONSUMER AFFAIRS	Efforts to protect the individual consumer and business community from unfair economic practice and from suffering economic injuries caused by actions of another party, and to ensure that products and services meet established standards.	Regulation of Business Practices	Efforts to protect consumers in services and products received from business enterprises, and to prevent unfair business practices, including fraud and misrepresentation of goods and services offered for sale.

# Agency IT Strategic Plan

Secretariat: Administration

Agency Code: 173

Agency: Department of Charitable Gaming

## Key Customers Associated With Each Core Business Activity :

Core Business Activity Title	Core Business Activity Description	Core Business Activity Sub-Function Title	Core Business Activity Sub-Function Description
CONSUMER AFFAIRS	Efforts to protect the individual consumer and business community from unfair economic practice and from suffering economic injuries caused by actions of another party, and to ensure that products and services meet established standards.	Regulation of Business Practices	Efforts to protect consumers in services and products received from business enterprises, and to prevent unfair business practices, including fraud and misrepresentation of goods and services offered for sale.
Key Customers			
Gaming Organizations			
Gaming Participants			
General Assembly			
Governor			
Suppliers			

# Agency IT Strategic Plan

Secretariat: Administration

Agency Code: 173

Agency: Department of Charitable Gaming

## Key Activities and Associated Outcomes:

<u>Key Activity</u>	<u>Associated Outcome</u>
<p>ADMINISTRATION: Provides the administrative support for all the other key activities of the agency to assist them in meeting the mission of the agency</p>	Ensures that the budgetary, information technology plans, and human resources are adequate to provide support to our key customers
<p>AUDIT: Audits financial reports to ensure that money generated by charitable gaming activities is properly accounted for. Monitors for timely submissions of financial reporting. Ensures appropriate fees are paid to the Commonwealth. Assists organizations in proper accounting procedures.</p>	Ensures the integrity of gaming activities within the Commonwealth by controlling fraud and inappropriate uses of gaming money. Monitors the allocation of such money within the organizations through adherence to standard accounting principles and in accordance with existing laws
<p>ENFORCEMENT/INSPECTION: Provides charitable gaming organizations and the public with integrity in gaming through inspection, investigation and the complaint hotline</p>	Ensures that all gaming is conducted in accordance with existing statutes and regulations and eliminates fraud
<p>GAME TRAINING: Provides assistance and training to all licensed organizations to ensure they have the knowledge and skills necessary to run their charitable games and account for funds</p>	Provide licensed organizations with game management information to operate their games, account for their proceeds and maximize proceeds they provide for charity.
<p>LICENSING: Reviews applications to determine organizations eligibility to conduct charitable gaming and issues permits to qualified organizations. Reviews applications to determine suppliers eligibility to sell gaming supplies in the Commonwealth and issues certificates to qualified suppliers</p>	<p>Ensures that only qualified charitable organizations are allowed to conduct charitable gaming in the Commonwealth.</p> <p>Ensures that only qualified suppliers are allowed to sell charitable gaming supplies in the Commonwealth</p>

# Agency IT Strategic Plan

Secretariat: Administration

Agency Code: 173

Agency: Department of Charitable Gaming

---

## Major IT Projects

Approved for Preliminary Planning — The following project(s) scheduled for initiation in the 2004-2006 Budget Biennium is (are) approved for inclusion in your IT Strategic Plan. A project proposal must be submitted to the CIO before the project(s) will be considered for planning approval. Procurements in support of the project(s) are not approved for submission to the VITA Project Management Division (PMD) for execution until the project has been Approved for Planning by the CIO. For detailed instructions refer to the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects.

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

There are no major projects approved for preliminary planning.

---

Approved for Planning — The following project(s) scheduled for initiation in the 2004-2006 Budget Biennium is (are) approved for planning. This approval constitutes authorization to undertake the planning necessary to complete a detailed project proposal and project charter for consideration by the Secretariat Oversight Committee and the CIO. Projects "Approved for Planning" must be formally approved for development by the Commonwealth IT Investment Board prior to beginning Phase 3 of the project lifecycle (Project Planning) and execution as defined in the Commonwealth Project Management Guideline. Procurements in support of developing the detailed project proposal and charter are approved for submission to the VITA Project Management Division (PMD) for execution, in accordance with PMD procedures. For detailed instructions refer to the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects.

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

There are no major projects approved for planning.

---

Active Projects — The following project(s) are(is) scheduled to continue in the 2004-2006 Budget Biennium as an Active Project. All Active Projects must be tracked on the Commonwealth Information Technology Major Projects Dashboard and are subject to monthly review by the CIO. The CIO is authorized to assess progress of all Active Projects and recommend termination of a project to the Commonwealth IT Investment Board.

There are no major projects in the active projects category.

---

Collaboration Opportunity — The following project(s) is (are) designated as a Collaboration Opportunity. Your agency should consult with the other agencies listed on the corresponding collaboration report and evaluate whether collaboration between agencies on these projects is feasible. The results of your collaboration efforts and evaluation should be reported when the project is presented to the Commonwealth IT Investment Board for "Development Approval".

There are no collaboration opportunity projects.

# Agency IT Strategic Plan

Secretariat: Administration

Agency Code: 173

Agency: Department of Charitable Gaming

---

## Major IT Procurements

Approved Major IT Procurements - The following major procurements are approved for submission to the VITA Project Management Division (PMD) for execution in accordance with PMD procedures.

There are no approved major procurements.

---

Disapproved Major IT Procurements - The following major procurements are not approved for submission to the VITA Project Management Division (PMD). The agency should not take any action on the major procurements listed below.

There are no disapproved major procurements.

# Agency IT Strategic Plan

Secretariat: Administration

Agency Code: 173

Agency: Department of Charitable Gaming

---

## Non-major IT Projects

Approved for Planning— The following project(s) scheduled for initiation in the 2004-2006 Budget Biennium is (are) approved for planning. This approval constitutes authorization to undertake the planning necessary to complete a detailed project proposal and project charter for consideration by the CIO. Projects "Approved for Planning" must be formally approved for development by the CIO prior to beginning Phase 3 of the project lifecycle (Project Planning) and execution as defined in the Commonwealth Project Management Guideline. Procurements in support of developing the detailed project proposal and charter are approved for submission to the VITA Project Management Division (PMD) for execution, in accordance with PMD procedures. For detailed instructions refer to the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects.

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

There are no non-major projects approved for planning.



# Agency IT Strategic Plan

Secretariat: Administration

Agency Code: 173

Agency: Department of Charitable Gaming

---

## Non-major IT Procurements

Approved Non-major IT Procurements - The following non-major procurements are approved for submission to the VITA Project Management Division (PMD) for execution in accordance with PMD procedures.

There are no approved non-major procurements.

---

Disapproved Non-major IT Procurements - The following non-major procurements are not approved for submission to the VITA Project Management Division (PMD). The agency should not take any action on the major procurements listed below.

There are no disapproved non-major procurements.